



The Commonwealth of Massachusetts Department of Early Education and Care

Policy	
Inactive Status Due to Voluntary and Temporary Closure	Field Operations – Family Child Care
Effective Date: November 13, 2020	

A Family Child Care provider may choose to temporarily close their child care operations for a variety of reasons. While a Family Child Care Provider is inactive, the Provider will not appear on the EEC Child Care Search website. If the Provider reactivates her license, the Provider will then be listed on the EEC Child Care Search website.

To support the provider community and promote accuracy consumer listings, EEC sets forth the following policy for Family Child Care providers seeking to voluntarily close their child care program for a limited period.

Inactive Status

Inactive Status enables a Family Child Care program to remain licensed but discontinue the provision of child care services. Programs may request an Inactive Status for a duration not to exceed six (6) months in any 12-month period. EEC may approve an extension to an inactive status beyond six (6) months, on a case-by-case basis and with Regional Director approval due to extenuating circumstances. EEC reserves the right to deny requests for Inactive Status. A licensee may not request inactive status during their first 6 months of licensure, unless for an emergency. Any approvals beyond 12 months must be approved by the Commissioner.

Some of the reasons¹ a program may request an Inactive Status include but are not limited to:

- health issue
- long vacation
- move
- financial problems
- pregnancy
- renovations
- education and/or job pursuits
- other personal or professional issues

Required Notifications

If a Family Child Care provider plans to temporarily close their child care program for more than thirty (30) calendar days, the provider must notify the Department at least two (2) weeks prior to the anticipated closure, when possible, to request an Inactive License / Certificate transaction in LEAD. Upon receipt and

¹ Voluntary Inactive pending an Investigation is not considered within this policy. Providers seeking to go Inactive pending the results of an investigation should review the Voluntary Inactive Pending an Investigation policy.

approval of a request, the program's licensor shall update the program's regulatory status in LEAD by closing the transaction.

If the provider serves children receiving subsidy, notification to the Child Care Resource and Referral Agency (CCRR) must be made at least two (2) weeks prior to the anticipated date of going inactive. There will be no referrals made from the Child Care Resource and Referral Agencies while the regulatory status of the program's license is inactive.

The provider must inform parents of all children enrolled in writing at least two (2) weeks prior to the anticipate closure, when possible. Such notification must include the anticipate duration of the temporary closure, if known, and instructions for who to contact from the Department regarding their children's placement, if applicable. If requested, the parent can terminate care at one Child Care Educator/Provider and transfer his/her Child to another program. The Parent must give the existing Child Care Educator/Provider at least two weeks' notice of the change and must have a plan to pay all outstanding Parent Fees (in accordance with Policy Guide Chapter 11.6).

Procedure to Request Inactive Status

1. The provider notifies the Regional Office by submitting an "Inactive License / Certificate" transaction in LEAD.
2. The licensor will close the transaction and the program's regulatory status is changed to Inactive.

EEC Outreach

As deemed appropriate to the situation and when requested by the provider, EEC may provide technical assistance to any program for whom the reason for request to go Inactive may be resolved through program supports or other EEC interventions.

Child Care Services

Programs that are in Inactive Status are voluntarily ceasing the operation of the child care program and are not permitted to care for day care children during such time as their regulatory status remained Inactive. If a program is found to be providing child care while in Inactive Status, the care may be deemed Unlicensed and the inactive status may be immediately revoked. Any associated violations shall become part of the program's permanent record and the program shall be subject to further enforcement actions.

The status of inactive shall not change the dates of the license renewal or any other regulatory obligations, including but not limited to those related to fees or annual professional development.

Opening Following Inactive Status

When a Family Child Care licensee is ready to reopen after a temporary closure, the licensee must notify the Department in by submitting a "Reactivate License / Certificate transaction" in LEAD at least three (3) weeks in advance of the anticipated opening date. Within 15 business days of notification, the program's licensor will conduct a health and safety visit to the Family Child Care home. If the provider has moved during the time they went inactive, the provider shall submit a Change of Address transaction in LEAD and this visit may apply to both transactions. Upon determination that the Family Child Care home is following all regulations and requirements, the licensor shall re-activate the license and inform the provider that the license is active in writing. If the program's license has expired during the period of inactivity, renewal must have been initiated prior to approval to resume active operations.